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DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

SCHR
Members

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Memorandum

To: Michael Bridges
Undersecretary

From: Susan Pellegrin *SPR*
Human Resources Director

Subject: SCHR Recommendations

Date: April 23, 2009

BY *TRC* DATE *4-27-09*
BY _____ DATE _____
BY _____ DATE _____

The following is a summary of actions recommended by the SCHR at its April 21, 2009 meeting:

1. To approve the Materials Testing Section's request to establish a new Engineering Technician DCL (TS 312) and Engineering Technician 5 (TS 310) in each District to serve as expert asphalt plant inspectors. This new Engineering Technician DCL will serve as the District's technical expert, advisor, and/or consultant in the preservation, design, validation, and production of hot mix asphalt (HMA) for highway construction projects. The new Engineering Technician 5 will perform similar functions as the DCL, but will not have the same level of authority over asphalt plants; allocation will be based upon complexity
2. To defer action on the Materials Testing Section's request to reallocate Jason David's position from Engineer 5 DOTD (TS 315) to Engineer 6 DCL (TS 317) until the May 2009 SCHR meeting so that the Section can revise their original request.
3. The HR Section to proceed with researching significant retention areas of concern as identified by the SCHR on the Quarterly Turnover and Pay Report.
4. To approve submitting a request to the Civil Service Commission to implement SERs for Accounting Specialist 1 and Accounting Specialist 2 positions in the Bridge City District's New Orleans Business Office. These SERs will be at the same rates as current SERs for CCCD Accounting Specialist 1 (\$28,080) and Accounting Specialist 2 (\$32,167.20.) Employees will receive the SER or 4%, whichever is greater. Implementation of SERs for Bridge City will cause the salaries of Richard Courtney, Administrative Program Manager 1, and Latisha Pierre, Administrative Program Manager 1, to be less than the new SER. In order to correct this pay disparity, the SCHR approved adjusting Mr. Courtney's salary by 8.69% and Ms. Pierre's salary by 8.18% to bring their salaries to 4% above that of the SER.

RECOMMENDED FOR APPROVAL _____ DATE _____

RECOMMENDED FOR APPROVAL _____ DATE _____

RECOMMENDED FOR APPROVAL _____ DATE _____

APPROVED _____ DATE _____

Michael Bridges
APPROVED *4-23-09*
DATE

5. To approve the Maintenance Systems Management Section's request to reallocate Roy Dupuy's position from Project Facility Planner 5-A (TS 316) to Project Facility Planner 5-B (TS 317) based upon the added responsibility for Landscape Programs. As a result of this reallocation, a vacant Landscape Architect Chief (TS 314) position will be abolished.
6. To approve the Office of Management and Finance's request to submit a job study to Civil Service to establish a new DOTD Program Manager job series. A chart showing the proposed pay levels, job titles, and minimum qualifications is attached.
7. To amend PPM #21, Substance Abuse and Drug-Free Workplace Violent Policy, as well as PPM #25, Driver's License Requirements Policy, to remove the Mobile Equipment Operator 1 job title from the list of jobs that require a CDL.

The SCHR members were updated on the latest revisions to PPM #49, DOTD Employee Recognition Program, as well as the status of DOTD Employee Retention Plan actions. HR presented information and options for implementing Table of Organization (T.O.) over-hires; this issue will be discussed further at the May 2009 SCHR meeting. Finally, HR discussed possible revisions to DOTD's policy for exception to a mandatory 7% pay cut for employees who voluntarily demote into lower-level positions. HR will research this issue further and present appropriate information at the May 2009 SCHR meeting.

Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.

Attachment

DOTD Program Manager Job Series Summary

DOTD Program Analyst 1 (AS 612; entry level)

A baccalaureate degree

DOTD Program Analyst 2 (AS 613; experienced level)

A baccalaureate degree plus one year of professional level experience

DOTD Program Analyst 3 (AS 615; advanced level)

A baccalaureate degree plus two years of professional level experience

DOTD Program Analyst 4 (AS 617; advanced level)

A baccalaureate degree plus three years of professional level experience

DOTD Program Supervisor (AS 619; supervisor level)

A baccalaureate degree plus four years of professional level experience

DOTD Program Manager (AS 621; manager level)

A baccalaureate degree plus five years of professional level experience, including one year at the advanced level

DOTD Program Administrator (AS 622; administrator level)

A baccalaureate degree plus six years of professional level experience, including two years at the advanced level

Substitutions

A Master's Degree in a qualifying field will substitute for two years of the required general experience

Eight years of full-time work experience in any field may be substituted for the required baccalaureate degree only. Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree only as follows:

A maximum of 90 semester hours may be combined with experience to qualify.

15 to 29 semester hours credit will substitute for one year of experience.

30 to 44 semester hours credit will substitute for two years of experience.

45 to 59 semester hours credit will substitute for three years of experience.

60 to 74 semester hours credit will substitute for four years of experience.

75 to 89 semester hours credit will substitute for five years of experience.

90 or more semester hours credit will substitute for six years of experience.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of six years full-time work experience. Candidates with 90 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to qualify.